



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section: Dive Team

**TITLE:** Dive Equipment and Risk Assessment Report

**CUTOFF:** End of calendar year in which the record was generated

**DESCRIPTION:** Document used for pre-dive assessment and safety check of each diver's equipment completed at the dive site prior to use. In the event that something goes wrong during a dive there is verification that the equipment was working correctly before the dive began.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Risk Assessment reports are kept separate from other reports. They reference the associated dive report.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23442

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Dive Equipment Service Record

**CUTOFF:** Upon disposal of equipment

**DESCRIPTION:** Records used by members of the dive team to track service and maintenance performed on dive equipment.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23443

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011